



# **SUBSTITUTE GUIDANCE DOCUMENT**

SEAP JUNE 2014

# WHERE WE HAVE BEEN: DECISIONS THAT HAVE BEEN MADE

- √ Content entails NCLB and ADE reporting and highly qualified requirements
  - √ Sample letters are in the appendices so that schools can notify parents of long-term substitutes in special education settings
  - √ What substitutes in special education settings **can** and **cannot** do is specified
  - √ Definition of “long-term substitute” is **not** contained in this document since the definition and pay varies by district.
- 

# WHO ASSISTED WITH THIS DOCUMENT?

- Original group of 10 was formed and comprised of HR Directors and Special Education Directors
  - Document was sent to members of SEAA, AZ CASE, and SEAP members once original group agreed on the document's finalization
  - Lisa is importing feedback from SEAA, AZ CASE, and SEAP and will send out to all stakeholders by Friday, June 20<sup>th</sup>. Document will be finalized by the end of June, 2014, and will be housed in the new Special Education Director brochure (which should be posted on the ADE website by the end of June, 2014).
- 

# TRAINING

A Blackboard course has already been developed and we are negotiating with the company for costs. The course was reviewed and approved by a variety of Specialists in ESS to assure that information is aligned to best-practices, AZ policies/procedures, and based on current research.

Training is pass-fail and certificate is issued upon successful completion.

Training would be required one time only unless there are significant policy changes that relate to substitutes serving in special education settings (some states require course retake every year, but this might negatively impact our pool of substitutes in special education settings if mandated in AZ)

